

## Unsigned Voter Registration Forms from Secretary of State Branch Offices

Secretary of State Branch offices are now providing detailed information on the branch voter registration application to assist local Clerks. Reasons for unsigned forms are now printed at the bottom of the form with associated checkboxes for use by SOS staff. The checkboxes mirror the notes previously written on the application and should assist Clerks in processing appropriately. The process for each scenario has not changed.

1) Currently registered voter indicates he/she is **not** a citizen - Secretary of State staff will check the box "**non-citizen previously registered in error**" on the form. Branches have been directed to send these applications to the Bureau of Elections who will send a notice to the Clerk directing them to cancel the record. However, if the application is forwarded to you from the branch, under this scenario:

- Cancel the voter (Change QVF Status to "Cancel - Citizenship").
- Send the voter a notification informing him/her that based on information he/she provided to the Secretary of State's office, their voter registration has been canceled ([sample notification](#)).
- Inform the voter that if this cancellation was made in error, he/she can contact your office.
- Keep the branch form with the Secretary of State notation with the canceled voter's master card for future documentation.

2) Customer indicates he/she no longer wishes to be registered - Secretary of State staff will check the box "**customer no longer wants to be registered**" on the form. Under this scenario:



- Cancel the voter (QVF Status = "Cancel - Voter Requested").
- Send the voter a notification informing him/her that based on their request, their voter registration has been canceled ([sample notification](#)).
- Inform the voter that if this cancellation was made in error, he/she can contact your office.
- Keep the branch form with the Secretary of State notation with the canceled voter's master card for future documentation.

3) Customer leaves the Secretary of State office without signing form - Secretary of State staff will check the box "**customer left without signing**" on the form. Under this scenario:

- If a new/original voter registration application:
  - Reject the application; send the individual a notice informing him/her that the voter registration application did not contain the required signature.
- If updating an existing voter registration record:
  - Accept the voter registration, utilizing the QVF digital signature (if available); if no digital signature is available, change the voter's QVF status to "Verify – Signature."
  - Send the voter a new ID card.

Secretary of State employees are making these notations as directed by Branch Office Administration and the Bureau of Elections. If you receive a form with the box checked but no customer initials, continue to process as requested above. If you receive unsigned forms without a notation as illustrated above or forms with hand-written notes that do not pertain to one of the scenarios identified above, please contact the Bureau of Elections and email copies to [elections@michigan.gov](mailto:elections@michigan.gov).

# Example of the New SOS Voter Registration Application October 2013

 <b>Secretary of State</b> Ruth Johnson www.Michigan.gov/sos		<b>MICHIGAN VOTER REGISTRATION APPLICATION</b>	
<p>SAVE THIS RECEIPT.</p> <p>10/01/2013 ANB274096 0071</p>			
<b>MAIL HISTORY DRIVER</b> 3824 W ST JOE ST LANSING MI 48917		<p><b>IMPORTANT NOTICES -</b></p> <p><b>TO REGISTER TO VOTE YOU MUST BE:</b> A United States citizen; at least 18 years of age (by election day) and a resident of Michigan and the city or township where you are applying to register to vote.</p> <p><b>VOTER I.D.:</b> Your application is not valid until accepted by the clerk of the city or township in which you reside. If you do not receive a Voter I.D. card within three weeks, contact your clerk. Save your receipt until you receive your Voter I.D. card.</p> <p><b>NOTE:</b> If you register to vote, the office where you submit your registration application will remain confidential and will be used only for voter registration purposes. If you do not wish to register to vote, your decision not to register will remain confidential and will be used only for voter registration purposes.</p>	
Voter Jurisdiction <b>LANSING</b>		Township	
<p>10/01/2013 ANB274096 0071</p>			
Voter Jurisdiction <b>LANSING</b>		Township	
<b>MAIL HISTORY DRIVER</b> 3824 W ST JOE ST LANSING MI 48917		<p><b>Voter Declaration - Read and Sign Below. I certify that:</b></p> <ul style="list-style-type: none"> <li>- I am a citizen of the United States.</li> <li>- I am a resident of the State of Michigan and will be at least a 30 day resident of my city or township by election day.</li> <li>- I will be at least 18 years of age by election day.</li> <li>- I authorize cancellation of any previous registration.</li> <li>- The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under Federal or State laws.</li> </ul>	
Mailing address:		<p><b>IMPORTANT - SIGN TWO LINES BELOW</b></p>	
County <b>INGHAM</b>		<p>ARE YOU A UNITED STATES CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>WILL YOU BE 18 YEARS OF AGE ON OR BEFORE ELECTION DAY? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IF YOU CHECKED "NO" IN RESPONSE TO EITHER OF THESE QUESTIONS, DO NOT SIGN THIS FORM.</p>	
Driver License / Personal ID Number <b>D 616 576 307 232</b>			
Sex <b>F</b>		Date <b>03/22/1978</b>	
		Signature of Applicant _____ Date <b>10/01/2013 ANB274096 0071</b>	
Moving into Michigan from out of state? If you were registered to vote, enter your last address: _____		Signature of Applicant _____ Date <b>10/01/2013 ANB274096 0071</b>	
Registered under the name of: <u>Mail Driver</u>		Phone Number (optional) _____	
Previous address: <u>123 S Main St.</u>		E-mail Address (optional) _____	
County: <u>Cook</u>		For Secretary of State Office Use Only	
City, State, Zip Code: <u>Chicago, IL 60660</u>		Customer Initials _____	
		<input type="checkbox"/> Non-citizen previously registered in error	
		<input type="checkbox"/> Customer no longer wants to be registered	
		<input type="checkbox"/> Customer left without signing	